



COMMONWEALTH of VIRGINIA

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June 17, 2004

MEMORANDUM

TO: Lemuel C. Stewart, Jr., Chief Information Officer of the Commonwealth

FROM: N. Jerry Simonoff, Director, Strategic Management Services

SUBJECT: Request for Approval of COV ITRM Standard GOV2004-01.1,
Virginia Government Internet Domain Naming Standard

The above referenced standard is enclosed for your review and approval.

The document was developed to standardize naming conventions. It defines for State agencies (institutes of higher education, museums, commissions, and boards are exempted) the use of the "virginia.gov" domain name. The Standard was available on ORCA, the Online Review and Comment Application, for a 30 day review and comment period and reflects those comments found to be applicable.

As part of the comprehensive reforms to information technology service delivery under way, standardizing naming conventions will aid in developing statewide electronic directories and in reducing overhead and administrative costs. In addition, as part of VITA's focus on cost-saving initiatives, the change to the virginia.gov domain is laying the groundwork for a future email consolidation project.

The effective date of this standard will be the date of its approval. Once this memorandum is returned, indicating your desired action, the Policy, Practice and Architecture Division of Strategic Management Services will publish and distribute the standard, if approved, or submit it to the ITIB on your behalf for their action.

CHIEF INFORMATION OFFICER ACTION

____ Approved

☒ Approved for Recommendation to the ITIB

____ Approved for Recommendation to the ITIB as modified Original Signed _____

____ Denied

Chief Information Officer of the Commonwealth

Date